

**ON-CALL LIBRARY BRANCH AIDE
BEAVERTON CITY LIBRARY @ MURRAY SCHOLLS**

SALARY RANGE: \$15.25 per hour

CLOSING DATE: February 26, 2016

ABOUT THE JOB:

Provides efficient, professional, customer-oriented service throughout the library. This position requires evening and weekend work and on-call employees in this classification do not have a regular schedule or set number of hours worked.

A friendly and welcoming manner, efficient and accurate data handling and the ability to problem solve independently and as part of a team are characteristics of the successful candidate.

This position is for the Murray Scholls Branch Library only.

ESSENTIAL FUNCTIONS OF THE JOB:

- Perform circulation functions. Check library materials in and out of the library. Register patrons for library cards. Assist patrons with the use of library equipment. Respond to questions and explain policies and procedures;
- Assess, collect, and tally damage and late fees. Use judgment to reduce or eliminate charges as appropriate. Enter payment into the Circulation system and cash register. Reconcile cash;
- Check in and sort material using automated materials handling (AMH) system; unpack courier delivery; process and shelve holds;
- Shelve library books and materials in numerical or alphabetical order following established library procedures;
- Provide ready-reference assistance to locate materials for the patrons. Perform author/title simple subject searches and reserve items for public. Refer difficult questions to librarian;
- Create a positive experience for customers through professional and courteous behavior and creative problem resolution;
- Provide excellence in internal and external customer service.



Human Resources Department

p: 503-526-2200 f: 503-526-2572

TO QUALIFY:

Requires a high school diploma or GED and some experience in general clerical work and working with the public.

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.